LATE APPLICATION TO GRADUATE

(UNDERGRADUATE STUDENTS ONLY – INCLUDING STUDENTS AT DLSU LAGUNA CAMPUS)

AY 2022-23, Term 1

To apply to graduate, please follow the steps below:

Students who applied to graduate during the previous terms but have not yet completed their application to graduate (ATG), need to re-apply this term for the re-processing of their ATG.

STEP 1: CHECK YOUR CURRICULUM AUDIT *(Optional)*
04 Jan 2023 (08:00 am) – 06 Jan 2023 (08:00 pm)

Please check your Curriculum Audit (through MLS):

Students with lower than **25 units remaining** in the curriculum audit may apply to graduate. Please check if you have completed/passed or enrolled all courses in your Curriculum Audit (through MLS).

If you have deferred grades, please complete the corresponding courses and inform your professor. If you have completed a course that has a different course code, please process a Course Crediting Form:

https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/EN-22A-201701.pdf

Note: While this step is optional, applicants are enjoined to do this step to avoid problems and delays in auditing your degree completion.

For students who do not have access to MLS Account, you may proceed to step 2 while you are fixing your access to MLS Account.

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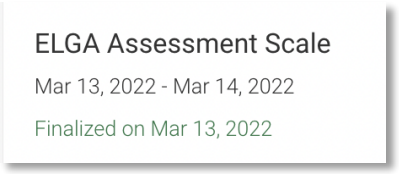
STEP 2: ACCOMPLISH ELGA ASSESSMENT SURVEY
04 Jan 2023 (08:00 am) – 06 Jan 2023 (08:00 pm)

Accomplish the ELGA Assessment Survey through the LSLinks by following the steps below. **Please note that only those who are successful in completing the survey must proceed to the next step.**

1. Login to LSLinks (lslinks.dlsu.edu.ph) using your DLSU email address.
    a. If this is your first time accessing LSLinks, click on **Sign In with Google** and use your DLSU email.
2. Go to Surveys.
3. Click on "ELGA Assessment Scale" and answer the survey
   Note: The ELGA Assessment Survey will only be accessible during the ATG period
4. Screenshot the proof that you have completed the survey.



Note: The screenshot will be uploaded in Step 2 of the ATG.

For questions, please send an e-mail to OCCS at careerservices@dlsu.edu.ph.

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STEP 3: ON-LINE 'APPLY TO GRADUATE' AND DECLARATION OF MINOR TITLE
04 Jan 2023 (08:00 am) – 06 Jan 2023 (08:00 pm)

Using the official DLSU Gmail account, students must accomplish the application through this link:

https://bit.ly/195thCE-ATG-UG

An email (containing a copy of your response) will be sent to your official DLSU Gmail address immediately right after the submission of the application form. Please check your email to confirm that your application has been successfully submitted.

If you don't receive a copy of your response through email within 30 minutes, please check your Spam folder as it may have been automatically directed there. If none, please accomplish the form again.

If you have already accomplished the form but no response receipt has been received despite trying again, please send an email to registrar@dlsu.edu.ph immediately. Use the subject title:

195TH_CE_APPLICATION_TO_GRADUATE

Note: Students with inactive DLSU Gmail account must send an email to the Information Technology Services Office (ITS) at itservices@dlsu.edu.ph for the re-activation of their DLSU Gmail account. Use the subject title:

195TH CE_ATG_RE-ACTIVATION OF DLSU GMAIL ACCOUNT

STEP 4: CORRECTION OF RECORDS
04 Jan 2023 (08:00 am) – 06 Jan 2023 (08:00 pm)

Please check your personal information (such as name, birthday, mobile number, email address, etc.) through your MLS Account. Make sure that your personal information such as name, birthday, etc. are correct and consistent based on your official documents submitted to the Office of the University Registrar such as Birth Certificate, passport, etc.

For correction/s, please send an email to registrar@dlsu.edu.ph. Use the subject title:

CORRECTION OF RECORDS (195th CE CANDIDATE)

No petition for correction of records will be entertained after these dates and your records will be permanent once your Date of Graduation has been tagged. Note that transcript of records, diploma, and other documents that will be issued for you will make use of these personal information.

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STEP 5: RELEASE OF NOTICE OF CLEARANCE / ACADEMIC DEFICIENCY / ASSESSMENT OF FEES
(20 Jan 2023 – 24 Jan 2023)

The degree auditors will evaluate the application of the students. The Notice of Clearance, Academic Deficiency, or Graduation Assessment will be sent to the student's official DLSU Gmail address after ten (10) working days (excluding Saturdays, Sundays, holidays and class suspensions) upon the successful submission of the Application to Graduate. The processing days will depend on the number of applicants.

Please follow the instructions in the email.

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STEP 6: PAYMENT OF FEES
20 Jan 2022 (08:00 am) – 18 Feb 2023 (08:00 pm)

(a) Pay the assessed amount not later than **18 February 2023.**

(b) The schedule of CE-related activities for the 195th Commencement Exercises will be posted on a later date. The announcement will be posted through the link below:

https://www.dlsu.edu.ph/offices/registrar/schedules/

Get announcements from the DLSU Academic Services Group through:

www.facebook.com/dlsu.academicservicesgroup